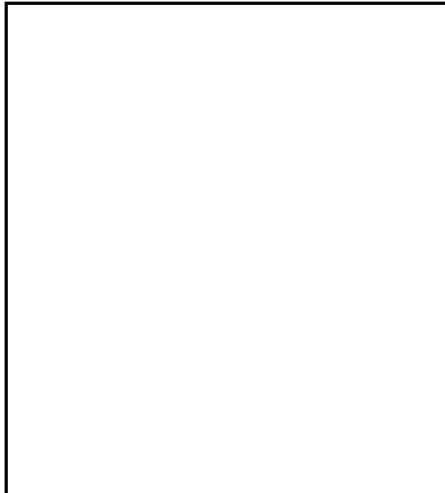


MINUTES
OF THE 14 DECEMBER 1981
MEETING OF THE FINE ARTS COMMISSION

7032 2003, 1. The meeting was called to order at 1100 hrs. in room
Headquarters. Present were:

Members:

Bruce T. Johnson, Chairman



Consultant:

Representatives:

1. The minutes of the 9 November and 16 November meetings were approved as submitted.

2. Old Business

a. Mr. Johnson announced that the sculpture "Ecce Homo" by Giorgio Spaventa, on loan from Mr. Vincent Melzac, has arrived and is temporarily in his office until it can be placed in its permanent position in the front entrance hall of Headquarters. A larger pedestal is in the process of being designed. It is hoped that the sculpture can be placed in its permanent position in January 1982. The Agency's insurance on the works of art loaned by Mr. Melzac has been increased by the amount necessary to cover the sculpture.

b. [redacted] did some research at the National Museum of American Art on Mr. Spaventa and his work. The information gathered will be used for the plaque that will be placed near the sculpture and also the Agency Notice that will be circulated when the work is in place.

c. The employees' art show was very successful, although the Art Committee had a few problems when the artists came to pick up their work. Next year it should be pointed out that employees will be able to pick up their work only on the specified day and time, and no exceptions will be made.

d. It was noted that the Christmas decorations in the front entrance of the building are in place and Deborah [redacted] office were responsible for the display. A problem with watering the plants will be investigated [redacted]

e. The proposal to use "This Desk Secured" signs has been withdrawn by Office of Security.

f. [redacted] reported that the exhibit on "Trek Through Kashmir" is scheduled for 7-30 January 1982. The exhibit on black history is to go on display in February.

g. [redacted] reported that the two artists she contacted about doing restoration work on the Directors' portraits have not answered her letters. She has contacted several additional conservationists. One will give a cost estimate if the portraits can be brought to his studio. Mr. Stapko, mentioned below, is another conservationist who was mentioned. Mr. Johnson will contact Mr. Stapko to determine whether he has time to do the work and, if so, obtain an estimate.

h. The FAC decided not to support an employee suggestion that signs be placed in or near the elevators encouraging employees to take the stairs.

i. The question of the status of the new display cases was brought up. This will be referred [redacted]

3. New Business

a. Mr. Johnson has learned from the Director of Security that the vacant area in the front of the main entrance is not reserved for helicopter landing and is therefore available for the Art-In-Architecture program sponsored by GSA. The FAC can go forward with plans for this area. The first step will be a letter from the Chairman to the building architects inquiring about the place of sculpture in their original designs.

b. Mr. Johnson received a phone call from a retired CIA employee now working here under contract, to bring to FAC's attention Mr. Gregory Stapko, an artist now with the Smithsonian. He lives near the Headquarters building and does restoration work as well as portraits. A meeting will be arranged so members of the FAC can meet Mr. Stapko and view some of his work.

c. The Chairman has received a sketch from the Office of Security showing a proposed additional badge machine to be placed at the northeast entrance to alleviate the long lines of employees awaiting their turn at the badge machines now in place. The sketch also shows where OS will store the wheel-chairs kept in that vicinity for use by the disabled. The proposal was approved by the Chairman on behalf of the FAC. [] suggested that to make the queuing more orderly OS should post a sign directing personnel to use the right-hand (automatic) door. Mr. Johnson will pass the suggestion to OS.

d. [] reported that the Office of Security will install a TV camera in the planter box in front of the Auditorium to scan the main entrance, and another near the main bus stop. Drilling for the TV lines will begin on 15 December. Mr. Johnson will ask OS for a briefing on the program.

e. A list of functions of the committees of the FAC was distributed for discussion. The following interpretations and changes were agreed upon:

Exterior: The last sentence should be interpreted to mean that committee assistance to OL in monitoring the quality of work by GSA and its contractors will be in the role of observer(s), providing additional sources of information about where improvements may be made, etc.

Environment: The first sentence should be changed to show that the Committee encourages formation of and provides guidance to, but does not organize environmental committees in Headquarters components.

Annexes: The second sentence should be changed to show that FAC encourages formation of and provides guidance to environmental committees in outlying buildings but does not organize them.

(These changes are reflected in the attached statement of committee functions.)

f. During a discussion of the role of the Annexes Committee it was suggested that a memo should be written by FAC to the principal tenant in each Annex building reminding them that they are responsible for sprucing up their building and offering FAC help. They should also be reminded that a walk-through from time to time usually turns up a number of ways to improve the looks of their environment. Mr. Johnson and [] will consult on ways to bring this program to the attention of senior managers in components residing in annexes.

g. The Chairman has received a list of members of two FAC committees; Exhibits, and Interior Design. He asked the other committee chairmen to send him the names of the members of the remaining FAC committees. In response to a question on the need for holding periodic committee meetings, the consensus was that meetings should be held only as needed. The Chairman suggested that the FAC minutes might be shared with committee members, and he said that they were welcome to attend the regular monthly FAC meetings.

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h. [] brought up the problem of the need for additional people when an exhibit is being hung or taken down. Help is needed to remove the tops of the cases and sometimes to lift heavy items in the exhibit. [] said she has the help she needs for the January show.

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i. [] remarked that limbs hanging from trees near the Rt. 123 entrance needed attention. [] will bring it to OL attention.) There was also discussion of the debris in the center courtyard from the recent roof repair work. [] suggested that OL and GSA be asked to brief future repairmen on the desirability of keeping the Agency grounds free of all debris. Mr. Johnson suggested we take a more formal position and recommend that responsibility for grounds clean-up be made a matter of record in future contracts. [] volunteered to write such a memo to OL on behalf of FAC.

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4. The next meeting of the FAC will be held on 11 January 1982 at 1100 hours in room 7D32.

5. Mr. Johnson adjourned the meeting at 1205 hours.

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Bruce T. Johnson

Attachment:
Functions of Committees

ADMINISTRATIVE-INTERNAL USE ONLY

Revised 14 December 1981

Functions of Committees of the Fine Arts Commission

Interior Design. Act as focal point for matters of concern to the Fine Arts Commission that affect the aesthetics of the interior of Headquarters and other Agency buildings. Propose and evaluate programs aimed at improving building interiors. Recommend Commission action on interior changes proposed by OL, GSA, and Agency employees. Recommend Agency interior design standards and assist OL in monitoring adherence. Assist other committees in their programs, particularly Headquarters and Headquarters annex environmental committees.

Headquarters Exterior. Act as focal point for matters of concern to the Fine Arts Commission that affect the exterior of Headquarters Building and its grounds. Propose and evaluate programs aimed at improving Headquarters grounds. Assist OL in monitoring quality of work by GSA and its contractors on the building grounds.

Headquarters Environment. Encourage formation of and provide guidance to environmental committees in Headquarters organizational components. Assist these environmental committees in working with OL and GSA in carrying out programs for the improvement of the employees' work environment. Provide a communication channel between the Fine Arts Commission and Headquarters employees.

Headquarters Annexes. Act as focal point for matters of concern to the Fine Arts Commission that affect the employees' work environment in other Agency buildings in the Washington area. Encourage formation and provide guidance to environmental committees for these buildings. Assist these committees in working with OL, GSA, and building managers in carrying out programs for improvement of the employees' work environment. Provide a communication channel between the Fine Arts Commission and employees in these buildings.

Art. Recommend selection of works of art and their placement in public areas in Headquarters and other Agency buildings. Work with donors and other sources and with OL on acquisition, insurance, security, funding, and related matters. Provide guidance to OL in administering programs to provide wall hangings for non-public areas.

Exhibits. Recommend and schedule exhibits for the 1D corridor in Headquarters. Work with exhibit sponsors on exhibit content, logistics, insurance, etc. Coordinate with OL on installation and dismantling of exhibits, insurance and other exhibit expenses.

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